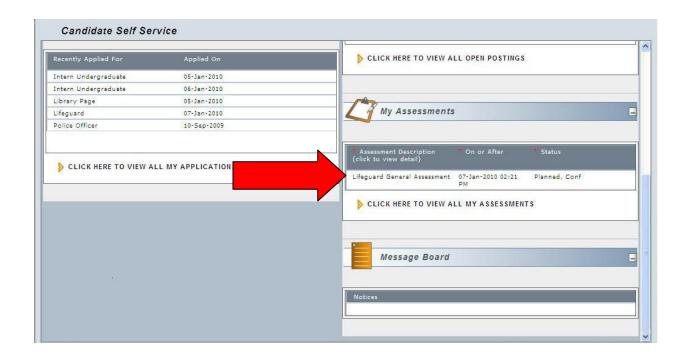
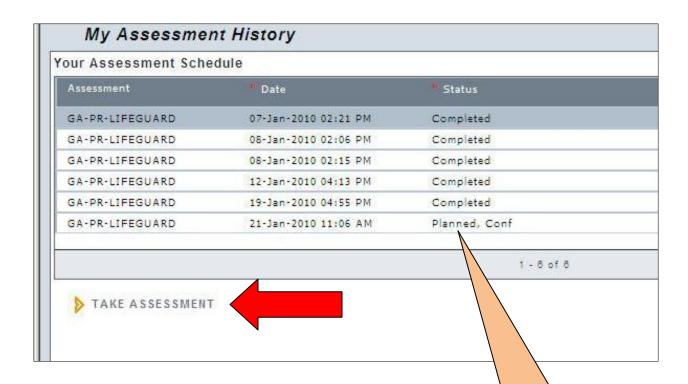
Taking an On-Line Assessment:

After applying for a position with the City of West Des Moines you may be notified by email that you need to complete an Assessment which has been posted to your Candidate Self Service Screen under the "Assessments" header.

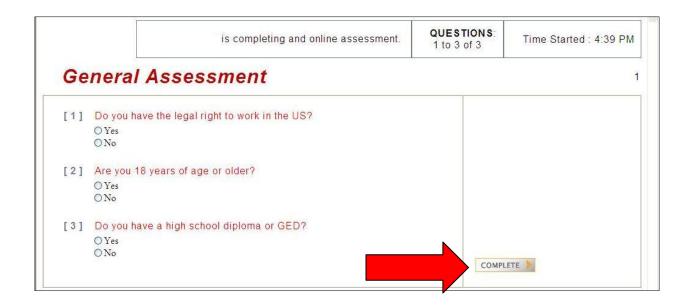


Step One: You have an assessment waiting for you under the "My Assessments" heading on the Candidate Self Service page. Click this Assessment.



Step Two: After clicking to open your Assessment now click "TAKE ASSESMENT" to take this assessment.

Assessments waiting to be taken will be labeled either "Planned, Conf" or "To Be Taken". You will only be able to take assessments while the recruitment is OPEN unless otherwise instructed.



Step Three: Complete your Assessment. The Assessment format is simple. The example is a brief, three question assessment. Once you have selected the most accurate response click "Complete" to submit your Assessment.



Clicking "CLOSE" returns you to "My Assessment History".

My Assessment History Your Assessment Schedule Date Status GA-PR-LIFEGUARD 07-Jan-2010 02:21 PM Completed GA-PR-LIFEGUARD 08-Jan-2010 02:06 PM Completed GA-PR-LIFEGUARD 08-Jan-2010 02:15 PM Completed GA-PR-LIFEGUARD 12-Jan-2010 04:13 PM Completed GA-PR-LIFEGUARD Completed

You have now completed your Assessment and returned to the "My Assessment History" page. Your Assessment now shows "Completed".